

PART 301-52–CLAIMING REIMBURSEMENT

Sec.

- 301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?
- 301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?
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301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?

NOAA must reimburse you within 30 calendar days of the claimants signature date. NOAA must reimburse users of Travel Manager within 30 calendar days of either the hard copy travel voucher or electronic travel voucher, whichever is signed last. In addition to the requirements for a proper travel voucher listed in *DOC Travel Handbook, 301-52.17*, NOAA requires:

- 1) CAMS accounting classification codes; and
- 2) electronic signatures for travel vouchers filed electronically.

301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?

The approving official must determine that the travel voucher is proper. If the travel voucher is not proper, it should be returned to the claimant with an explanation. When a corrected travel voucher is returned to the approving official, he/she should note the date for calculating interest before the travel voucher is forwarded to the servicing finance office for reimbursement.

NOAA TRAVEL REGULATION

Chapter 301-Travel Allowances

301-52.19(a)

301-52.17(c) What date will the servicing finance office use to determine if interest is due when the claimant's signature date is not shown on the travel voucher?

The finance office receipt date will be used to determine if interest is due when the claimant's signature date is not shown on the travel voucher.

301-52.17(d) What date will the servicing finance office use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?

The servicing finance office will return the travel voucher to the claimant for signature and date, and the date of the claimant's signature will be used to determine if interest is due.

301-52.17(e) When must an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect the payment of interest?

An approving official must resolve or document disagreement with the claimant's signature date, and annotate any other travel voucher information which will affect the payment of interest prior to submission of the travel voucher to the servicing finance office.

301-52.18(a) How will my servicing finance office process my travel voucher in cases where my approving official did not notify me of any error?

Your servicing finance office will pay the proper expenses, disallow any improper expenses and notify you via electronic mail. You may submit a reclaim travel voucher with necessary documentation to your servicing finance office for claimable, but disallowed expenses.

301-52.19(a) How will interest be paid on a travel voucher reimbursement ?

When interest is due, the amount of interest will be determined by the servicing finance office based on the claimant's signature date, which is the first day of the 30 calendar day period within which NOAA must issue reimbursement. The servicing finance office must pay interest using the prevailing Prompt Payment Act interest rate, beginning on the 31st day after the claimant's signature date. Your servicing finance office will issue one payment for both the travel voucher reimbursement and interest.